Job Application - Tips and Techniques

Submitting a complete and accurate job application as well as the candidate qualifiers to Milwaukee County is crucial to your success in applying for a job.

Before completing an application, please read the entire announcement carefully.

A review and evaluation of your application with the accompanying candidate qualifiers may be the sole basis for determining your eligibility and ranking on an eligible list. Completing it the right way may take a bit more time, but it will ensure the reviewer has the best and most complete information by which to judge your application. It is also very important that the information on the application and candidate qualifiers be consistent. And yes, you must fill out both as per the instructions.

Remember, you must meet all requirements, including residency, as of the announced closing date. Carefully review all requirements before submitting your application.

Pay attention to the application filing deadline, both date and time. You will not be able to access the online application after that date and time. Please leave yourself enough time to create your user account (if you are a new user) and to complete your application. This process can take between 30 and 45 minutes so start early!!

Here are some tips for effectively completing an application:

- Have any reference materials prepared and handy prior to starting the online application process.
- If you happen to time out, return to the announcement and restart the process.
- Please provide accurate information regarding your email address and your mailing address. Milwaukee County would like to send all information to you via email. You may only submit one email address on your profile.
- If specific course work is required, you will need to submit a transcript which includes the specific courses. **Do not submit your transcript with the application**. If you are selected for an interview, an official transcript sent directly from the school will be requested.
- Be sure that the dates and experience you list for each title you've held are accurate and complete. Check past records for accurate dates and duties. This is especially important for the candidate qualifiers and resume. Do not cut and paste parts of your resume onto the candidate qualifier questions. Please answer the question exactly as indicated on the candidate qualifiers. Candidates do not appear to be serious applicants for the position if they cannot take the time to read and follow the instructions.
- If indicating part-time experience, list the number of hours worked per week.
- If you are uploading or submitting a resume in addition to completing the application, make sure the information matches. If Milwaukee County sees discrepancies between your application and resume, all of your experience may not be credited or you may be declined for the position.

- Provide a complete and accurate description of your duties. If your description is not clear, Milwaukee County may not be able to determine if you meet the requirements, or you may receive less credit than you deserve.

   If you have supervised anyone (now or in the past), you must indicate that you have supervisory experience. Please note that in order to qualify for Milwaukee County supervisory experience, you must have performed duties relating to hiring, firing and completion of performance evaluations. Describe your supervisory duties and include the number of people you have supervised. In your description, do not assume the Milwaukee County reviewers will know what you have done – this could make you leave out important information. Clearly list your supervisory duties.

- Be careful when using "jargon," "buzzwords" and lingo familiar only to people in the field. These words/phrases should be clearly defined so that anyone reading your application can understand them. You may want to ask a friend or family member to read your application and tell you if there are things in it they do not understand.
- Don't attach a job specification to your application with the note "see attached." Instead, describe your duties in detail.
- Don't include letters of reference or commendation with your application – save these for the interview.
- Don't include every license, certification, training course, etc. you have earned unless it is required or relevant to the position for which you are applying. If it is required or relevant to the specific job announcement, you can upload a clean, clear copy. If you uploaded your documents when you completed your profile or submitted your documents with a prior application, you do not need to upload or submit them again.
-    If you have experience with specific equipment, systems or programs that are required for a position, be sure to include that on your application.

Remember:
1.   If the job is important to you, then take the time needed to prepare and submit a complete and accurate application.
2.   If you don't have the qualifications required for the job, it would be a waste of time to submit even the best intentioned application.
3.   False information on an application is grounds for a "no hire" decision or dismissal.
4. Carefully review your application to ensure it is complete and accurate before submitting.
5. Please allow Milwaukee County an appropriate amount of time to review your application. In most cases, applications are not screened or reviewed until after the closing date. You will receive an email stating whether you are eligible for the position or have been declined for the job. It is your responsibility to check your email for these notices. If you receive an email stating that you are eligible for the position, you need not do anything further. The hiring department will contact you if they are interested in your qualifications.
6. If your qualifications change, be sure to update your user profile on the website. Many times candidates have outdated resumes or applications on file which do not reflect increased skills.
7. If you are interested in more than one position you must apply for each one. You need not attach a resume or application for each one but you must fill out the candidate qualifiers.

8. Please remember that many positions require thorough background checks. If you have something in your background that may be an issue, please indicate it on your background consent form. Failure to divulge information or lying is automatic cause for ineligibility. Be advised that these background checks are extremely thorough and will uncover wrongdoing regardless of when and where the events took place.